



DTMO DISTANCE LEARNING COURSE SYNOPSIS

(Includes all classes currently available)

POLICY

P-115: Travel Policy While TDY (1 hour)

This course outlines the rules and regulations behind DoD TDY travel. Content is focused at the introductory level on key points of policy from the JFTR/JTR and common mistakes made by travelers. It is recommended to anyone who travels for the DoD, anyone who creates travel documents for DoD travelers, or those who approve travel documents. Other individuals involved in the travel process could benefit as well.

PREREQUISITES: None

OFFERED: Monthly

Course material also available with certificate via on-demand module (WBT) in TraX

P-120: Partners in Defense Travel (DTS & CTO) (45 minutes)

This course is a review of key points regarding how to ensure a smooth interaction between all defense travel partners. The emphasis is on understanding how travelers, authorizing officials, the Defense Travel System (DTS) and the commercial travel office (CTO) should work together to achieve this goal. This course is appropriate for all individuals who interact with a commercial travel office, as well as CTO staff; not appropriate for travelers.

PREREQUISITES: None

OFFERED: Quarterly

TRAVELER COURSES - INTRODUCTORY

All T-100 series courses include basic or introductory material for the traveler and the non-DTS entry agent (NDEA). Approving officials and DTAs should find the courses helpful if they have no prior DTS experience.

T-101: Document Processing - Authorization (1 hour)

This course provides a step-by-step demonstration of how to create an authorization in DTS for a simple TDY. The review includes how to create an itinerary, make reservations (i.e.: air, rental car and lodging). How to request CTO assistance, enter pre-trip expense estimates and enter or adjust per diem entitlements. Content also covers managing pre-audits, advisory notices, Other Auths, and document signing.

PREREQUISITES: None

OFFERED: Monthly

Course material also available with certificate via on-demand module (WBT) in TraX

T-102: Document Processing - Vouchers (1 hour)

This course provides a step by step demonstration of how to create a voucher from an approved DTS authorization. The review includes how to add new expenses and edit pre-travel estimated expenses and how to allocate expenses. Creation of a local voucher is demonstrated including proper calculation of in-and-around and en route mileage.

PREREQUISITES: T-101

OFFERED: Monthly

Course material also available with certificate via on-demand module (WBT) in TraX

T-106: TAC & TraX Overview (1 hour)

This course outlines the services and resources available via the DTMO sponsored Travel Assistance (TAC) and the Passport/Travel Explorer (TraX) web portal. The class starts with information on when and how to create a TAC help ticket. The majority of the class time is spent demonstrating the tools and resources available via TraX. This review covers use of the travel cost estimation tool, use of the Knowledge tab and how to use the FAQ search functions. Training resources, including the web based training (WBT), on demand demonstrations and distance learning courses are also covered.

PREREQUISITES: None

OFFERED: Monthly

TRAVELER & APPROVING OFFICIAL COURSES

Courses in the T-200 series include intermediate level material appropriate for the traveler and non-DTS entry agents (NDEA). The series is also relevant to authorizing officials (AO) since all traveler actions ultimately require AO evaluation and/or approval.

T-200: Constructed Travel (1 hour)

Constructed Travel is used to compare travel costs when a traveler requests approval to use a form of transportation other than the one directed by the authorizing official. This course explains the correct way to submit a request and how to prepare a cost-comparison using a constructed travel worksheet, as well as how trip entitlements may be affected.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

T-215: PLOT (Personal Leave with Official Travel) (1 hour)

This course explains how to use DTS to obtain travel and lodging reservations, enter appropriate reimbursable expenses, modify per diem entitlements, and correctly claim reimbursements when combining personal travel with official business.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

T-220: OCONUS Travel (1 hour)

This course highlights considerations that must be made when using DTS to make OCONUS travel arrangements. The review includes currency conversion, the use of foreign airlines, the management of reimbursable expense differences and how to handle reservation issues when the International Date Line is crossed.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

T-225: Trip Changes and Cancellation in DTS (1 hour)**

This course provides instruction on how to adjust trip dates and reservations due to changes in travel requirements after an authorization has been created in DTS. Content also covers how to correctly cancel trips in DTS to ensure neither the traveler nor the government incurs any additional expenses after the cancellation.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Quarterly

****New class October 2011; replaces T-205 Trip Cancellation and T-210 Itinerary Adjustment**

APPROVING OFFICIAL COURSES

Any course with an "A" designation has been specifically designed as a basic or introductory course for a DTS approving official and is not appropriate for travelers.

A-100: Approval Process for TDY (Route & Review) (1 hour)

This course is designed to instruct routing officials how to review and approve documents using DTS. It explains the electronic stamping procedure, how to delegate reviewing and approving authority, and the consequences of applying various stamps to a document.

PREREQUISITES: T-101 and T-102 or equivalent DTS training

OFFERED: Every other month

Course material also available with certificate via on-demand module (WBT) in TraX

DEFENSE TRAVEL ADMINISTRATOR (DTA) COURSES

D-200 course material is not appropriate for travelers, NDEAs, or routing officials (including AOs) as they normally will not have the DTS permissions required to access the resources needed to execute the functions cover in class. Some organizations may refer to their DTAs as a Lead Defense Travel Administrator (LDTA), or an Organizational Defense Travel Administrator (ODTA) or a Finance Defense Travel Administrator (FDTA).

D-205: EWTS (Enterprise Web Training System) Setup & Application (45 minutes)

The Enterprise Web Training System or EWTS is a training environment that mirrors the production version of DTS. This course is a review of the purpose and value of EWTS. The emphasis is on how to request and install EWTS certificates as well as how to use the system for the training of new personnel.

PREREQUISITES: None

OFFERED: Quarterly

FDTA and TRANSPORTATION OFFICER COURSES

Courses in the "F" series are specifically designed for Finance Defense Travel Administrators and Transportation Officers. These classes are introductory and only cover the basics of how to set up and use DTS finance tools.

F-100: Lines of Accounting in DTS (1hour)

This course includes demonstrations on how to create and maintain Lines of Accounting (LOAs) in DTS. The review includes how to use the DTA maintenance tool to search for, create, modify copy, roll over, and delete lines of accounting. Running reports on LOAs is also covered. It is appropriate for FDTAs (Finance Defense Travel Administrators) and BDTAs (Budget Defense Travel Administrators).

PREREQUISITES: D-100

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

F-101: Budgets in DTS (1hour)

This course covers how to use the DTS Budget module to create new budgets for existing lines of accounting, how to run budgets reports and some general information on use of the DTA maintenance tool. Information on how to add budget targets and make manual adjustments of those targets to reflect travel outside DTS is also included. The course is most appropriate for BDTAs (Budget Defense Travel Administrators) and some FDTAs (Finance Defense Travel Administrators).

PREREQUISITES: D-100

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

F-105: Debt Management Monitor (60 minutes)

This course provides basic instruction on how to track and monitor organization travel debts through DTS. It includes an overview of DTS's automated debt management process, and in-depth information about the Debt Management Monitor's actions from initial identification of a Due U.S. voucher to the document's final archive when the debt is satisfied. The course does not cover local business practices or debt management actions taken outside DTS.

PREREQUISITES: None

OFFERED: Quarterly

Course material also available with certificate via on-demand module (WBT) in TraX

F-200: Centrally Billed Accounts (CBA) Reconciliation Overview (90 minutes)

Centrally Billed Accounts Specialists (also known as TOs or Transportation Officers) and DTAs assigned to work with CBA accounts are required to reconcile all invoices on a monthly basis. This course is an introduction to the CBA reconciliation module in DTS including account set-up, transaction types, the reconciliation process and common mistakes. The roles and responsibilities of a CBA Specialists are also covered.

PREREQUISITES: None

OFFERED: Quarterly

F-205: Centrally Billed Accounts (CBA) Reconciliation Application (90 minutes)

This course provides a review of the DTS CBA reconciliation module functions with emphasis on best practices. Trouble shooting techniques are also covered using screen shots and specific examples. The goal is to provide CBA Specialists and/or Transportation Officers (TOs) with the knowledge needed to successfully manage the CBA module prior to actual initiation of any actions.

PREREQUISITES: F-200

OFFERED: Quarterly

F-210: Fiscal Year (FY) Crossover (45 minutes)

The purpose of this course is to provide an overview of the fiscal year crossover process for the local Finance and Budget Defense Travel Administrators. The review includes lines of accounting rollover and copy functions as well as detailed information on how to set up associated budgets for the new fiscal year. If applicable, changes to DTS impacting fiscal year (FY) crossover implementation are highlighted.

PREREQUISITES: None

OFFERED: Four sessions annually; August and September only

Course material also available with certificate via on-demand module (WBT) in TraX